

Texas Council for Developmental Disabilities
Quarterly Grant Related Income Report
Instructions

Complete and submit this report if the

- project has earned grant related income during the reporting period,
- project has expenses for the period for which funds were spent, or the
- project has net income (balance forward) from the previous budget period or reporting period.

Please submit this report even if Grant Related Income was not entered during the report period and the total of net income reported on last report equaled zero.

Follow these instructions when completing this form:

1. Fill in blanks for name of organization, grant number, budget period, quarter number, the total income estimated for the budget period, and the disposition alternative. The total income estimated for the budget period and the disposition alternative provided on the Grant Related Income Questionnaire (see Grant Workplan, Part IV.D.) submitted with the Workplan for the current budget period.
2. In "Actual Gross Income Earned To Date" section, "1. GRI (balance forward)" of this form, enter the "Net Income to Date" ("*" at bottom of form) from your previous Quarterly Grant Related Income Report. If this is your first quarter to report GRI, this amount should be \$0.
3. In "2. Gross income generated during this quarter (by source)" of this form, provide the source of the Grant Related Income and fill in the amount earned under the appropriate quarter. This will be the amount of the Grant Related Income you have earned since last quarter only.
4. In "3. Expenses of the period, counted toward matching requirement, for which these (GRI) monies were spent:" of this form, fill in the expenditures paid with Grant Related Income.
5. Calculate the "Net Income to Date" by adding the balance forward of GRI from the previous budget period or reporting period (A), and total GRI generated during this quarter (B), and subtracting the matching expenses to date for this quarter (C).
6. Submit this report with the Quarterly Report of Estimated Expenditures.

Texas Council for Developmental Disabilities Quarterly Grant Related Income Report

Organization					
Grant Number	Budget Period (mm/dd/yy)	Quarter 1	Quarter 2	Quarter 3	Quarter 4
DD-	To	Jun-Aug <input type="checkbox"/>	Sep-Nov <input type="checkbox"/>	Dec-Feb <input type="checkbox"/>	Mar-May <input type="checkbox"/>
Grant Related Income:					
Gross income received by the grantee directly generated by grant supported activity.					
Total income estimated for the budget period				\$ _____	
Grant Related Income Questionnaire Disposition Alternative:					
Deduction Alternative					
Cost Sharing for Matching Alternative					
Expand the project					
Continue existing services past the termination of the last budget period					
Actual Gross Income Earned to Date					
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
1. Grant Related Income (balance forward) from prior budget period or reporting period (A)					
2. Gross income generated during this Quarter (by source):					
Total Income for this Quarter (B)					
Complete this Section for Disposition Alternative B only					
3. Expenses of the period, counted toward matching requirement, for which these (GRI) monies were spent:					
Personnel Services					
Travel					
Purchased Services					
Property & Materials					
Rental/Leasing					
Utilities					
Matching Expenses to Date (C)					
* Net Income to Date [(A+B)-C]					
_____ Signature of Financial Administrative Authority			_____ Date		
_____ Signature of Project Director			_____ Date		